

You...as a Secretary



Here you are at the

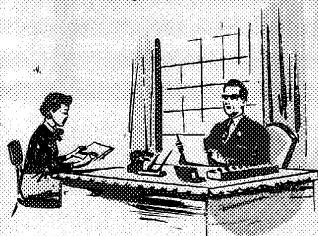
CROSSROADS

You are ready to decide on a career.

Have you thought about becoming a secretary?

The secretary is the person who works closest with the business executive, writing his letters and carrying out the details of his instructions. She is sometimes called the employer's right arm. She bridges the gap between him and the public and helps to make possible the smooth operation of his office.

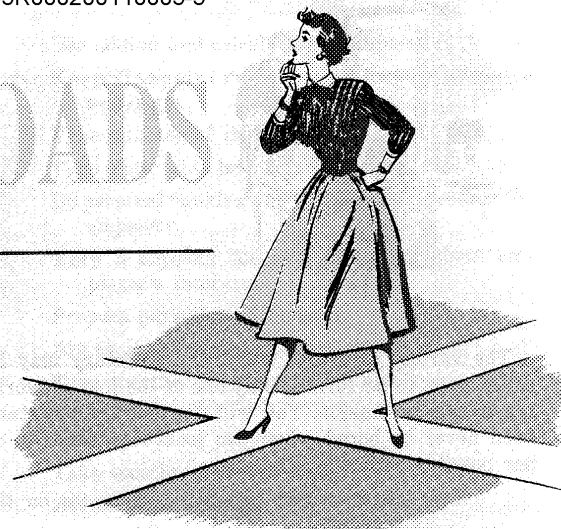
Do you realize how much secretaries do to make industry run? How close they are to the heart of business? Stop a minute and think about the secretary to the president of a large corporation which represents vast wealth and activity. How long could he keep going without the private secretary who opens his



mail, answers his telephone, decides who shall have appointments, and generally oils the wheels of the organization?

Or there is the secretary to the producer of your favorite television program. How could he get the show on the screen without her help with scripts, props, and the necessary communication with actors, sponsors, and technicians?

Secretaries are indispensable, with jobs as exciting and salaries as rewarding as any general field open to women . . . and more easily attainable.





What does the secretary do?

The variety of duties which the secretary may be called upon to perform is only one of the joys of working in this profession. You will see that the secretary need never be bored when you look over this list of her possible activities. She may:

Take dictation and transcribe her notes on the typewriter.

File papers so that they can be found readily.

Read and sort mail.

Answer the telephone and make outgoing calls.

Make appointments for her employer and keep records of them.

Compose letters and help prepare reports.

Meet the people who come into the office.

Order supplies for the office.

Type material from her employer's longhand notes.

Make hotel reservations and other travel arrangements.

Use adding and calculating machines.

Keep financial records and handle expense accounts.

Type minutes of meetings.

Type material to be published.

Do personal banking and keep personal records for employer.

Keep a clipping file and scrapbook about employer's interests.

Prepare payrolls and budgets.

Act as a go-between for her employer.

Type speeches prepared by her employer and supervise other employees.

Use duplicating machines.

Take speeches in shorthand.

Act as office manager.

Even aside from a career...

A secretarial or stenographic job isn't the only outlet for your office training. Stenographic and secretarial skills can help you in other ways. They can aid you in earning your way through college or assist you in writing up your college assignments. They can lighten your day-to-day activities, by enabling you to do such things as write personal letters and take club notes.

Job opportunities...

The word "secretary" alone doesn't mean too much. In what fields can the secretary work? Here are some of the choices you may have. You can work in industry,

for professional people, in government occupations, and many other fields. You can work near your home or you can go to the ends of the earth. Secretaries are needed everywhere, and in every kind of activity.



Sometimes you hear people say that secretaries will soon be out of date, that they are gradually being replaced by machines. But machines alone can't do the job; brains are needed to operate them. The secretary does the work that mechanical instruments can't do, and she helps to promote

pleasant relations in the office. Ever hear of a machine with a personality?

But, you say, aren't there plenty of secretaries now? Let's see: Thirty years ago one office worker was needed for every two factory workers; today one office worker is needed to keep each factory worker on the job. The Government is also increasing its demands for more and more reports, and this additional paper work requires more office workers. All available figures indicate that the need for stenographers and for secretaries will continue to expand in the future as it has in the past.

How do you become a secretary?

Any student with good marks and the will to work can eventually become a secretary. Now is the time to start. Make your present studies count. Good Eng-

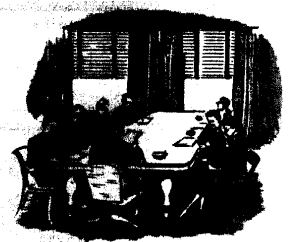
lish, shorthand, and typewriting are your basic tools. Other courses that will help are business machines, bookkeeping, economic geography, commercial law, business English, and arithmetic. If you take part in school extra-curricular activities, you will have an opportunity to develop leadership qualities and increase your ability to get along with other people.

You should constantly strive to improve your typing skill. A beginning stenographer might qualify for a position with a typing speed of 40 words per minute; but a secretary isn't really skilled till she reaches 60 words per minute. And nowadays it's vital that to be considered professionally trained, you must acquire the twin skills of manual and electric typing.

The same goes for stenography. A beginner may only hit 80 words per minute; but as a capable secretary she should be able to do 100-120 words per minute.

Becoming familiar with other office business machines such as adding machines, calculators, mimeograph and dictating machines, the carbon ribbon typewriter, the Robotyper, and developing pleasant telephone personality and learning correct business telephone techniques will prove a good advantage to you. A top-notch secretary has to learn to build up a "skill reserve" that will enable her to meet demanding tasks when the occasion arises.

In addition, there are certain business habits you





ROYAL MANUAL

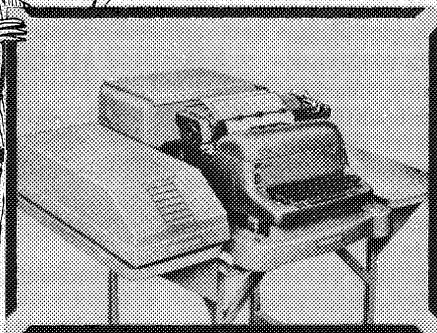


ROYAL CARBON RIBBON ELECTRIC

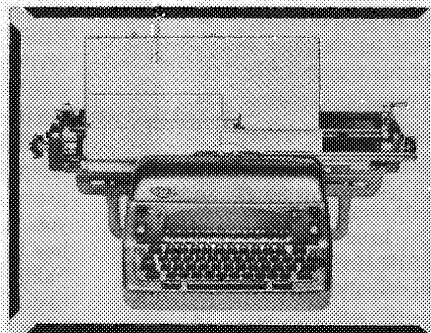


ROYAL[®]

-the secretary's best friend



ROBOTYPER WITH ROYAL ELECTRIC



ROYAL McBEE SYSTEMS WRITER

You may already be using a Royal typewriter in your typing classes in school. If so, we hope you enjoy learning on it because chances are you will be using a Royal in business, too.

It occurred to us you might like to see some of the many different kinds of Royal typewriters used in business offices that you wouldn't see in the classroom.

Besides the Royal Manual Typewriter with which you are probably already familiar, you'll find pictured here the Royal Carbon Ribbon Electric which is used mainly in executive offices and for preparing duplicating plates.

Likewise shown is the Robotypewriter, a special piece of equipment which enables a Royal Electric typewriter to type automatically and the Royal McBee Systems Writer, a combination of a Royal Electric typewriter and special business forms that together permit a typist to do bookkeeping tasks.

These are just a sample of the many *special purpose Royal typewriters* that are available. Regardless of the secretarial position you may obtain, it is quite likely that you will be using a Royal on the job. We sincerely hope that you, too, will find your Royal to be the secretary's best friend.

should develop. Good spelling, for example, is a must and learning to use a dictionary and other reference books properly is a wise habit to develop. Again, good grammar and correct punctuation, paragraphing, and word division at the end of the line are musts. Double checking and rereading are other important business habits to be developed.

Letters and correspondence not only convey a message, but also an impression; once they are sent they cannot be recalled. Eliminating unnecessary mistakes can easily be done by developing these good business habits now. The beginner can look forward to the day when she composes many of her own letters.

Where can you get business training?

1. *Public or parochial high schools.* Some states also have vocational high schools which give specialized instruction in business.
2. *Private business schools.* Shorter, intensive courses in business skills may be obtained in these schools. Also, many of them give fuller programs to round out secretarial training.
3. *Junior colleges or community colleges.* These furnish background courses which supplement the skill subjects and lead to an associate degree.
4. *Four-year colleges with a major in secretarial studies.* These provide a full college program.
5. *Adult education courses.* These usually offer

both training in secretarial skills and enriching courses that are needed for promotion.

You will find that preparation for your secretarial work is continuous. Employers are eager to find workers who are alert, enthusiastic, and well informed. As the secretary's importance to business has grown, so have the background requirements for top-level secretarial work. Opportunities for self-development have also increased.

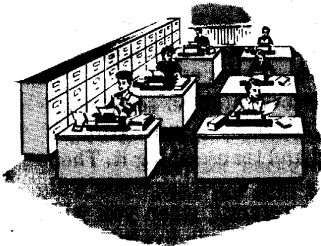
You can give yourself background for growth in your career by getting to know:

- a. Books and trade magazines in your field of interest. Whether you want to work in the importing business or in automobile manufacturing, you will find many books which will be fascinating, enlightening, and helpful in bringing you to your final goal of top-level secretary. Your school or public library will help you with a reading program.
- b. Books and articles on secretarial training. These have tremendous value in helping you become better informed about the techniques of your profession.

Few people go from school to a top-level secretarial position. You will probably start as a stenographer taking dictation in shorthand and transcribing it. Then after a certain amount of business experience you will rate and earn the title of "secretary," when you will be doing most of your work for one individual and handling much confidential material, since a certain amount of business know-how is required before you can rate the title of "secretary."

The question raised by many potential secretaries is: "Where can I get experience if most positions require it from the start?" You can get acquainted with actual business situations by:

1. Part-time employment while attending school or during the summers or holidays. Some schools have work-experience programs in which part of the school day is spent actually working in an office.
2. Employment in a position where the salary and working conditions may not be exactly what you want, but where the opportunity is offered to secure that highly prized and much-needed first-hand knowledge. This is your apprenticeship in business. You are doing your present job and are learning the next one.
3. A stenographic or a typing pool, which is a common form of apprenticeship. In a pool, you are



not assigned to one employer. Under these arrangements, you are available to do stenographic or typing work for anyone in the organization who needs your services. You won't yet have a desk in the employer's office. You will work in a large room with other stenographers and will be under the close

direction of a supervisor who knows best how to do things efficiently.

Do you have the personality and temperament for secretarial work?

Will you fit into the modern business office?



Are you willing to dress the part?

Do you take pride in always being well groomed?
The "hat-heels-and-gloves type" rates well.

The business man is particular about the appearance his office family makes upon customers, visitors, and the other employees. Tastefully selected clothes and accessories that are clean and neat always make the best impression.

Can you grow on the job?

You want to grow out of the beginner's class rapidly. Your promotion depends on how thoroughly you acquire "know-how." Can you learn to work with others? Are you willing to do the routine things, the dull-for-a-time things? Can you learn how to take criticism gracefully, to do things the office way and not your way? Are you able to adapt yourself and your skills to the instructions, suggestions, and individual temperaments of the people for whom you work?

The self-discipline acquired in the basic training period is fundamental for all stenographers who wish

to become secretaries. Remember, all experts were beginners once.

Will you be happy as a secretary?

That will depend partly on you and partly on the organization in which you work. It will also depend partly on the understanding of your role in the organization.

Are you willing to work your way through the steps which are usually necessary if you are to develop from a stenographer into a secretary? The papers that cross your desk should be accepted as a challenge. They can teach you how to handle different kinds of problems; they can help you to develop an understanding of your company's practices, and they can give you a very personal knowledge of the organization's important activities. Then, as work is entrusted to you without supervision and you realize that your employer is depending more and more on your good judgment, you will find yourself taking even greater pride in the company and its place in the community, as well as your place in the organization.

Today's secretary is beginning to receive the recognition she deserves from her employers. The National Secretaries Association gives secretaries who have had experience and who are career-minded an opportunity to take the CPS (CERTIFIED PROFESSIONAL SECRETARY) examinations. Secretaries who pass these rigid tests in skills and general business background information are rapidly becoming recognized as members of a worth-while profession which is making a real contribution to society.

Among the things the future secretary may look forward to are:

1. Real professional status and the desirable social standing that accompanies it.
2. Dignified work, which leads to many pleasant associations.
3. An opportunity to meet successful men and women, some of whom will depend on her to make their work more effective.
4. Pleasant, modern offices in which to work.
5. A substantial salary that reflects the measure of her importance to the organization.
6. Year-round employment.
7. Greater stability of employment than is found in other positions, even within the same organization.
8. Further opportunities for advancement. Even the secretary who already has professional status may be promoted to the position of administrative assistant when her employer realizes that she is almost indispensable to him.
9. The satisfaction of knowing that her job is important and that she is contributing her part to the success of her organization.

As you stand ready to make your career decision, remember that secretarial work can provide for you an adventure, a challenge.

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Think it over... this could be
**You... as a
Secretary**

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